

## COMPLETING BIOS METADATA USING Arc8

The BIOS format for using ArcCatalog (ArcGIS/Arc8) to prepare metadata for display with the BIOS data sets does not require filling in all boxes of all the parts of the ArcCatalog forms. The BIOS document format is divided into three parts, Description, Spatial, and Attributes, and each has different requirements. We have provided an outline below of the data entry boxes in each of the parts that should be completed for the Description and Attributes portion of the data set.

The Spatial portion of the dataset is automatically generated when the database is converted to a shapefile in Arc8. Also, the attribute fields and their basic structure (i.e., name, field length, field type) also are automatically generated. Having a completed shapefile first allows the Description and Attributes values and definitions of the metadata to be added to the spatial portion.

If the Description part of the metadata needs to be written before the shapefile is produced, that .xml file can be imported into the one that was produced by generating the shapefile. It is better to enter the attribute values and definitions after the joining of the Description part with the part produced with the shapefile. However, if the Attributes values and definitions are entered along with the Description, they can only be correctly imported into the automatically generated Spatial portion of the metadata if all of the attribute fields are entered and in the same order as they are in the .dbf file of the shapefile.

The items in the left-most column below are three of the main items on the top row of the initial part for creating or editing metadata in ArcCatalog. The items that need to be filled in, and the heading paths that need to be followed, are given below. The directions are in italics.

### Identification

#### General

#### Description

Abstract: *Fill in a concise 2-sentence description,*

*add the following subheadings, and fill in each:*

Time period covered. *Fill in*

Number of records. *Fill in*

Geographic extent of the records. *Fill in*

Base data structure. *Fill in*

What each record represents. *Fill in*

#### Purpose:

*Add the following subheadings and fill in each:*

What the database was designed to do. *Fill in*

How the database was designed to be used. *Fill in*

#### Supplemental Information:

*Add the following subheadings and fill in each:*

How data were collected in the field. *Fill in*

Who collected data in the field. *Fill in*

Who did the initial data compilation. *Fill in*

Basis for geographic coordinates. *Fill in*

General assumptions of the data. *Fill in*

Known caveats of the data. *Fill in*

Access Constraints: *Fill in*

Use Constraints: *Fill in*

### Contact

Point of Contact: *Click on "Details"*

Person: *Fill in*

Organization: *Fill in*

Position: *Fill in*

#### General

Contact Voice Telephone: *Fill in*

Contact Email: *Fill in*

**Address**

Address Type: *Use drop down*  
Address: *Fill in*  
City: *Fill in*  
State: *Fill in*  
Postal Code: *Fill in*

**Citation**

**General**

Title *Fill in*  
Originator *Fill in*  
Publication Date: *Fill in*  
Publication Time: *Fill in*

**Time Period**

Currentness Reference *Use drop down.*  
*Choose one of the radio buttons*  
*Fill in boxes on line below radio buttons for the selection made with the radio button.*

**Status**

Progress: *Use drop down*  
Update Frequency: *Use drop down*

**Keywords**

**Theme**

Keyword: *Fill in - as many as needed*

**Place**

Keyword: *Fill in - as many as needed*

**Entity Attribute**

**Detailed Description**

**Entity Type**

Label: *Fill in*  
Definition: *Fill in*

**Attribute**

**General**

Label: *Fill in for each field as needed*  
Definition: *Fill in for each label*  
Definition Source: *Fill in for each definition if known*

**Attribute Domain Values**

Enumerated Domain and other radio button domain types

Value: *Fill in code for as many as needed*  
Value Definition: *Fill in definition for each code*

**Metadata Reference**

**General**

**Metadata Date:**

Contact: *Click on "Details"*

Person: *Fill in*  
Organization: *Fill in*

**General**

Contact Voice Telephone: *Fill in*  
Contact Fax Number: *Fill in (optional)*  
Contact Email *Fill in*

**Address**

Address Type: *Use drop down (optional)*  
Address: *Fill in (optional)*  
City: *Fill in (optional)*  
State: *Fill in (optional)*  
Postal Code: *Fill in (optional)*